

CONFIDENTIAL

Chief, Personnel Branch, A&M

18 August 1947

Executive for Administration and Management

IAB Agency Representation in CIG

1. Inclosed are:

a. Table showing basis for distribution of intelligence operational positions to be held by individuals detailed to duty with CIG from IAB agencies.

b. Table showing distribution of special authorization for administration and foreign service.

c. Copies of letters to IAB agencies showing:

(1) New personnel ceilings desired.

(2) Personnel now on duty in intelligence operational positions.

(3) Vacancies in intelligence operational positions with request for nominations.

(4) Policy relative to nominations and acceptance of nominees.

d. Copies of letters to CIG Offices and Staff Sections informing those activities of their ceilings and stating general administrative procedures to be followed.

2. The tables of distribution will not be considered as a rigid restriction on internal assignments. It is, however, intended that personnel ceilings not be exceeded.

3. Hereafter, your branch will be responsible for operational details in connection with this subject. You will be kept advised of any direct action on the part of the Director's staff.

4. General administrative instructions:

a. Normally, requests for nominations will be directed to the Personnel head of the IAB agency concerned, and copies sent to the Intelligence head.

b. Requests for nomination will include a request for statement covered by paragraph 3a, copy of attached letter to IAB agencies, dated 14 August 1947 (Inclosure No. 3).

c. Arrangements for interview will be made by your branch.

Document No. 3

No Change in File

☐ Enclosed

Class. Changed

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d. Coordination will be maintained in each case with the Executive for Inspection and Security to insure proper security processing prior to issuance of orders, and to establish appropriate date of entry on duty for the individual concerned.

e. Final request to IAB agency for orders, to include desired date of reporting for duty, will be made by your branch. A copy of each order, when received, will be furnished the Executive for Inspection and Security immediately.

f. IAB agency nominees entering on duty will report to your branch initially for appropriate final processing.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Executive for
Administration and Management

4 Inclosures

1. Table - Authorized IAB Agency Representation in Intelligence Operational Positions
2. Table - Authorized IAB Agency Personnel Ceilings for Admin. and Foreign Service
3. Copies of ltrs dtd 14 Aug 47 to IAB agencies (4 separate ltrs in 2 copies each)
4. Copies memos dtd 18 Aug 47 to ORE, OCD, O/O, OSO

Copy to: Exec for IAS
(With all inclosures except No. 3)

Exec Registry
Central Records
Key Pers file
LTS chrono

LTS/mc

NOTE: 1. Action relative to securing Naval officers will be cleared with
25X1A [redacted] Executive Director, in each case prior to contacting Navy Department.

2. Previous files on subject of IAB personnel representation are attached.

L.T.S.

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ORIGINAL DOCUMENT MISSING PAGE(S):

missing inclosures